

To set up your Windows Mail client to work with AUCmail:

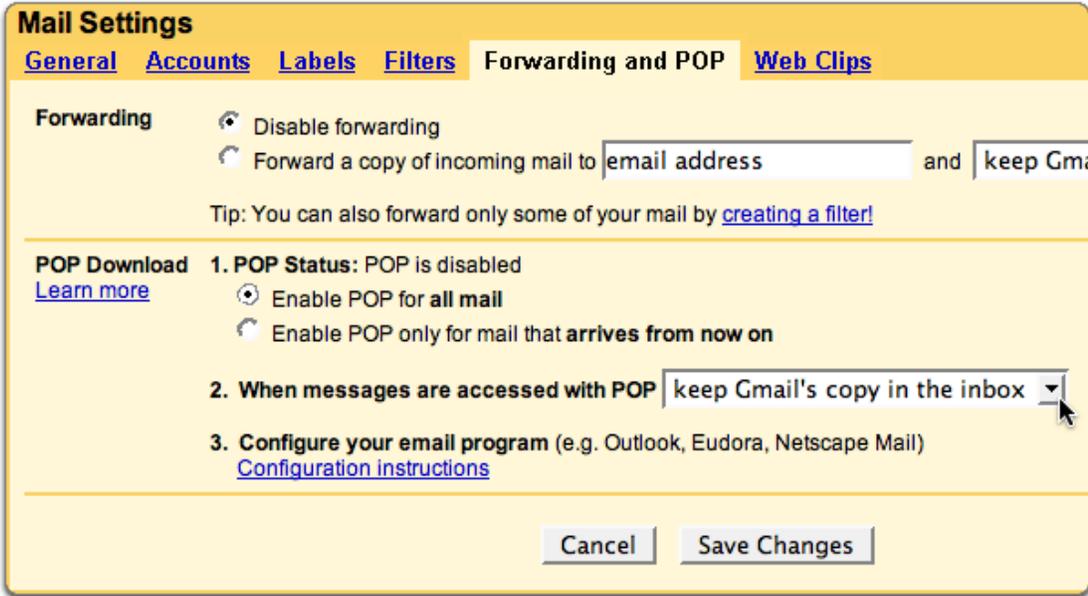
1. Enable POP
2. Configure Windows Mail

Enabling POP

You can retrieve your AUCmail messages with Outlook Express or any client or device that supports POP.

To enable POP in AUCmail:

1. Sign in to AUCmail (<http://mail.aucegypt.edu>).
2. Click **Settings** at the top of any AUCmail page.
3. Click **Forwarding and POP/IMAP**.



The screenshot shows the 'Mail Settings' dialog box with the 'Forwarding and POP' tab selected. The 'Forwarding' section has two radio buttons: 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to [email address] and [keep Gmail's copy in the inbox]'. A tip below reads: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has a 'Learn more' link and three items: '1. POP Status: POP is disabled' with two radio buttons ('Enable POP for all mail' selected and 'Enable POP only for mail that arrives from now on'), '2. When messages are accessed with POP' with a dropdown menu set to 'keep Gmail's copy in the inbox', and '3. Configure your email program (e.g. Outlook, Eudora, Netscape Mail)' with a 'Configuration instructions' link. At the bottom are 'Cancel' and 'Save Changes' buttons.

4. Select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
5. Choose the action you'd like your AUCmail messages to take after they are accessed with POP

Configuring Windows Mail

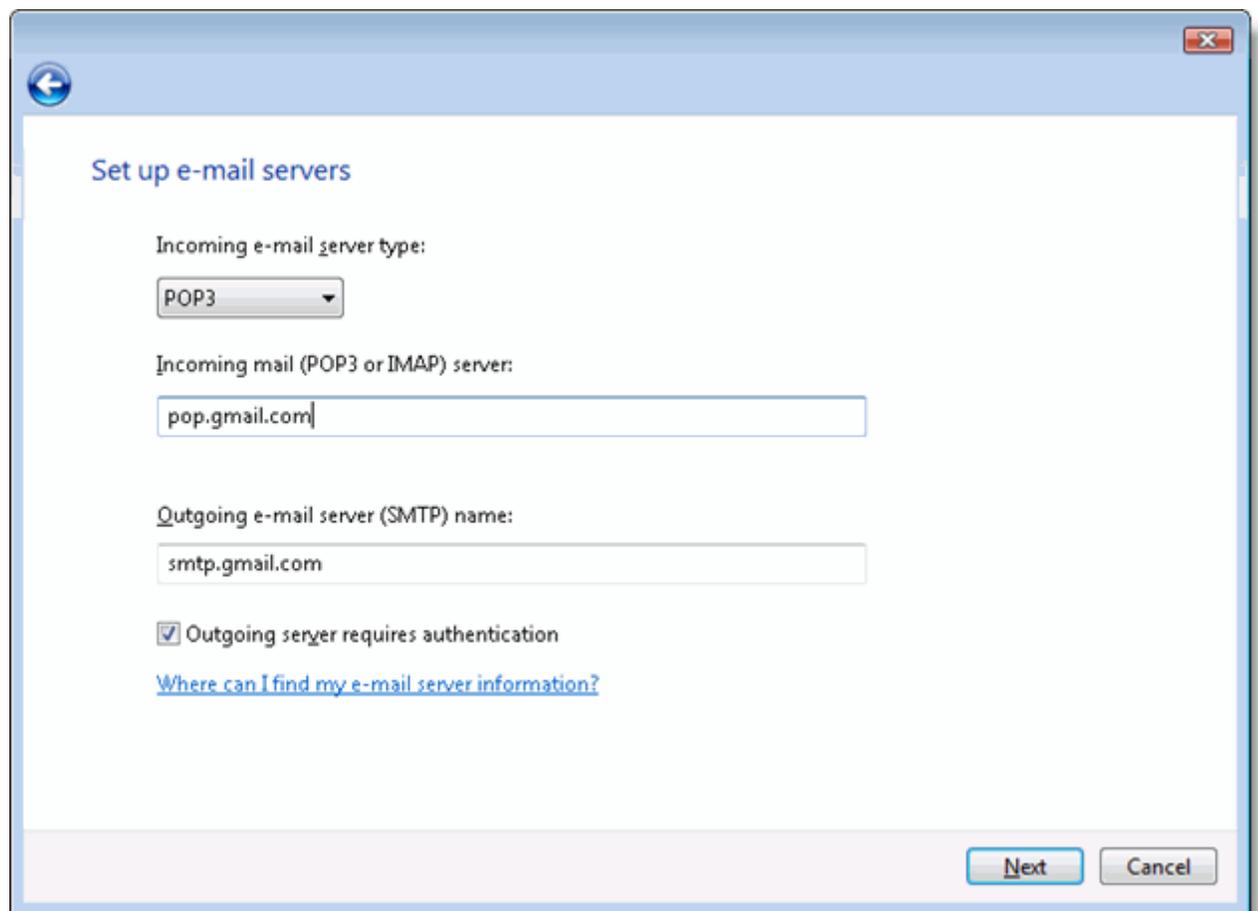
1. Open Windows Mail.
2. Click the **Tools** menu, and select **Accounts...**
3. Click **Add...**
4. Select **Email Account**, and click **Next**.
5. Enter your name as you would like it to appear in the 'From:' field of outgoing messages, and click **Next**.
6. Enter your full AUCmail address (username@aucegypt.edu).
7. Fill in all necessary fields to include the following information:

Incoming mail server type: POP3

Incoming mail (POP3 or IMAP) server: pop.gmail.com.

Outgoing e-mail server (SMTP) name: smtp.gmail.com

Outgoing server requires authentication: enabled

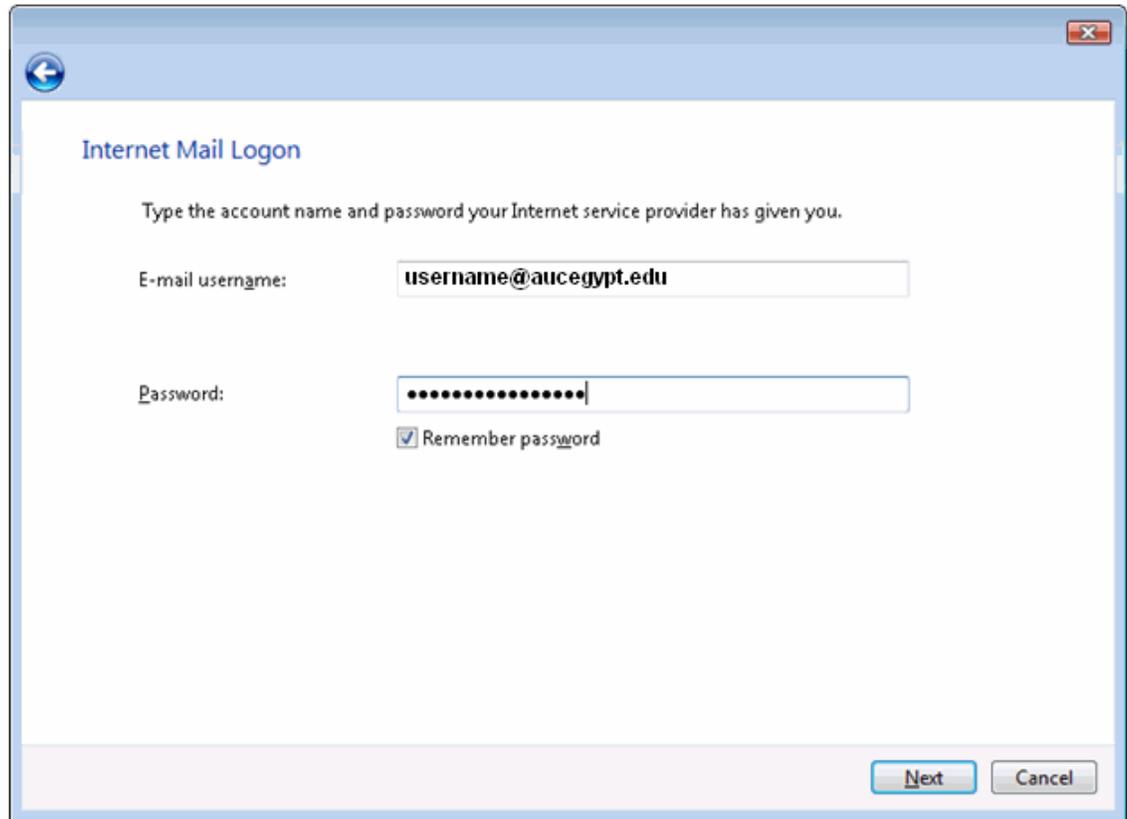


The screenshot shows a window titled "Set up e-mail servers" with a back arrow icon in the top left and a close button in the top right. The main content area contains the following fields and options:

- Incoming e-mail server type:** A dropdown menu with "POP3" selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing "pop.gmail.com".
- Outgoing e-mail server (SMTP) name:** A text input field containing "smtp.gmail.com".
- Outgoing server requires authentication**
- [Where can I find my e-mail server information?](#)

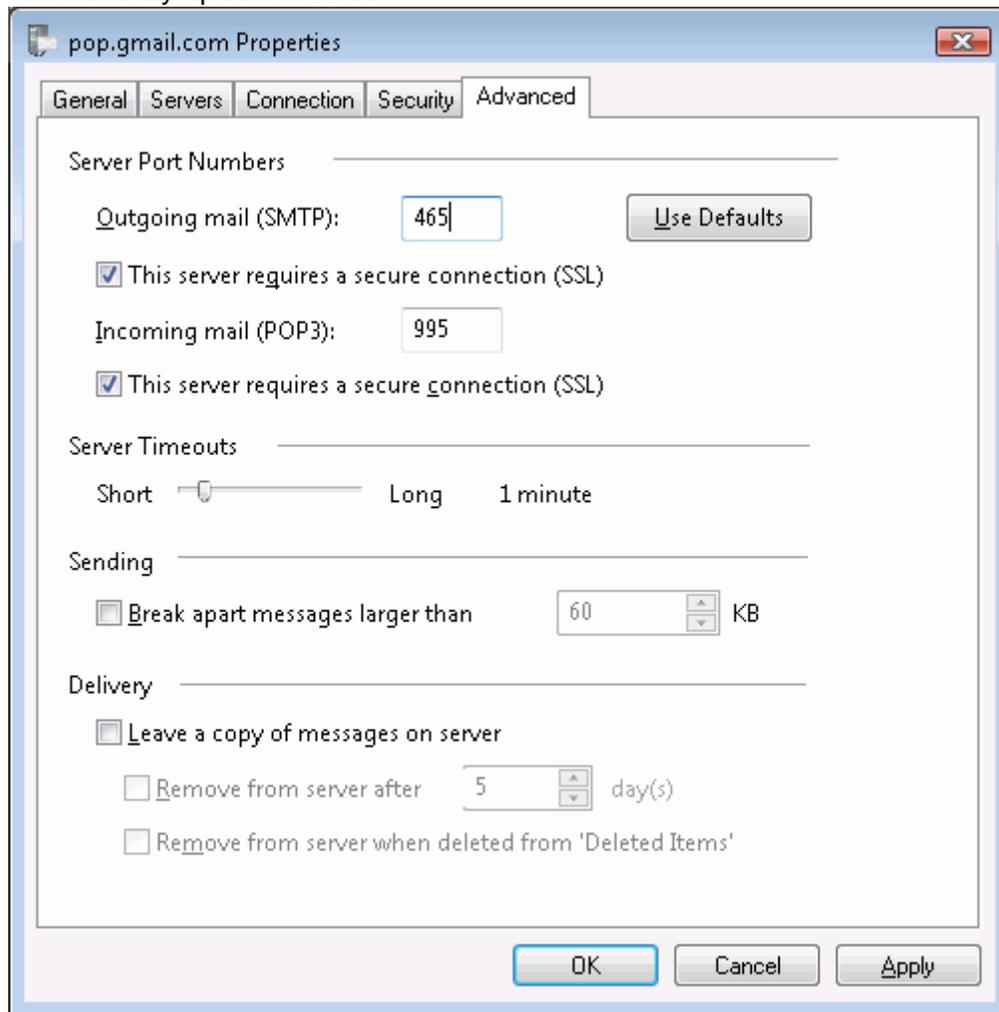
At the bottom right of the window, there are two buttons: "Next" and "Cancel".

8. Click **Next**, and enter your full AUCmail address (including '@aucegypt.edu') and your AUCmail password.



9. Click **Next**, and then check the box next to **Do not download my e-mail at this time**. Click **Finish**.
10. On the **Internet Accounts** screen, make sure that your **pop.gmail.com** mail account is selected, and click the **Properties** button.
11. On the **Advanced** tab, enter 465 in the in the box next to **Outgoing mail (SMTP)**, and check the box next to **This server requires an encrypted connection (SSL)**.
12. Check the box next to **This server requires an encrypted connection (SSL)** under **Incoming mail (POP3)**. The box next to **Incoming mail (POP3)** should

automatically update to 995.



13. Click **OK**. You're done! Close the **Internet Accounts** window and click **Send/Receive** to start checking your AUCmail messages.

If you experience problems using POP with Windows Mail, please check the [Common Errors](#) or [Troubleshooting](#) tabs.